



CAL POLY
Academic Senate

Meeting of the Academic Senate Executive Committee
Tuesday, November 15, 2016
Continuation of November 8, 2016
01-409, 3:10 to 5:00pm

- I. **Minutes:** none.

- II. **Communication(s) and Announcement(s):** none.

- III. **Reports:** none.

- IV. **Business Item(s):**
 - A. [TIME CERTAIN 3:30 P.M.] **Approval of Instruction Committee's recommendations for 2018-2019 Academic Calendar:** Dustin Stegner, Chair Instruction Committee (pp. 2-11).

- V. **Discussion Item(s):**
 - A. Clarification of TERMS OF OFFICE bylaws of the Academic Senate II.B.1 (p. 12).
 - B. Questions for fall quarter calendar survey.

- VI. **Adjournment:**

To: Gary Laver, Chair, Academic Senate
From: Dustin Stegner, Chair, Academic Senate Instruction Committee
Subject: 2018-19 Academic Year Calendar Recommendation
Date: October 31, 2016

The Academic Senate Instruction Committee met on October 25, 2016 to review the options for the 2018-19 Academic Calendar. Please find below the committee's recommendations for the different quarters:

- | | | |
|--------------|-----------|--|
| Summer 2018: | Option 1 | Rationale: The calendar fulfilled all of the requirements outlined in CAP. No other options were presented. |
| Fall 2018: | Option 2 | Rationale: Based on the university-wide feedback and discussion in committee, this option has the benefits of a week-long Thanksgiving Break, which has been supported widely by students and faculty, and of a Monday start day. This is far less disruptive than the 2016-17 calendar (also reflected in Option 1), which has a Thursday start day. Two programs in the College of Liberal Arts raised concerns about the week-long holiday for Thanksgiving, but the committee concluded that many groups across campus felt this to be a very effective calendar option. |
| Winter 2019: | Option 1b | Rationale: The committee concluded that having a Tuesday run on a Monday schedule for Presidents' Day in February rather than Martin Luther King, Jr. Day in January would be more effective since it falls later in the quarter. |
| Spring 2019: | Option 1 | Rationale: The calendar fulfilled all of the requirements outlined in CAP. No other options were presented. |


State of California
M e m o r a n d u m



Date: September 26, 2016

To: College Deans (Academic Deans' Council)
Jana Colombini, ASI President
Beth Gallagher, Human Resources
Keith Humphrey, Student Affairs
Gary Laver, Academic Senate
Lorlie Leetham, Cal Poly Corporation
Al Liddicoat, Academic Personnel
Dustin Stegner, Academic Senate Instruction Committee
Cynthia Villa, Administration and Finance

Cc: President Jeffrey Armstrong, Provost Kathleen Enz Finken, Jessica Darin, Bill Britton, Kimi Ikeda, James Maraviglia, Susan Olivas, Mary Pedersen, Brian Tietje

From: Cem Sunata, University Registrar 

Subject: 2018-2019 Academic Calendar Consultation

In accordance with Campus Administrative Policy 211 (<http://policy.calpoly.edu/cap/200/cap210.htm>), the Provost, or his/her designee, proposes a calendar to the President for approval, following consultation with various campus constituencies including the Academic Deans' Council, Academic Senate Executive Committee, Academic Senate Instruction Committee, ASI, Academic Personnel, Human Resources, Cal Poly Corporation, and Student Affairs. Recipients are encouraged to seek input from their respective organizations.

Currently, Cal Poly is operating on an approved Academic Calendar extending through the end of Spring Quarter 2018. Attached are quarter-by-quarter calendar proposals for the period from Summer Quarter 2018 through Spring Quarter 2019. For each quarter's proposal:

- Applicable Campus Administrative Policy (CAP) is cited.
- The various options and corresponding considerations are presented in a table format.
- Calendar displays with relevant months are provided for each option. Key dates are highlighted, such as final examination periods and academic holidays.

Ultimately, the calendar for the entire year will be a combination of the selected proposals for each quarter.

By copy of this letter we are requesting that all recipients, except for the Academic Senate Chair and Academic Senate Instruction Committee, **send any comments and/or recommendations on the proposed options to Susan Olivas, Office of the Registrar (solivas@calpoly.edu) on or before Friday, October 21, 2016.**

We are then requesting that the Academic Senate Executive Committee, after reviewing the proposals and the feedback received from other parties, makes its recommendation on or before **Friday, November 18, 2016.**

If you have any questions regarding the calendar development, please contact Susan Olivas at ext. 6-2533.

Attachments

Summer Quarter 2018

Campus Administrative Policy for consideration:

- Per CAP 211.1, "Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June."
- Per CAP 211.1, "The need to start the first day of instruction on a Monday shall take higher priority in planning the academic calendar than ending summer quarter prior to Labor Day and ending spring quarter prior to the second week in June."
- Per CAP 211.2, "Whenever possible, quarter breaks should include no less than 5 calendar days between the last day of final examinations and the beginning of the subsequent quarter."

Note: The following dates are based upon a 10-week session, the longest possible session. Actual sessions to be offered during the summer will be determined at a later date.

Summer 2018	Break between Spring and Summer terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	1 week	June 25, Monday	July 4, Wednesday September 3, Monday	August 31, Friday (for a 10-week session)	September 4 - 6, Tuesday-Thursday (for a 10-week session)	Due to Labor Day on September 3, the final examination period is shortened and follows a three-day block, which has been utilized in previous summers. (Note: In summer quarters 2014, 2015 and 2016, there were 2-3 classes in the 10-week session with finals week exams. All other classes were activities, laboratories, or supervisory.) Instructional Days = 49

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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23	24	25	26	27	28	29
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Legend:

Commencement	Academic Holiday	First Day of Classes	Final Exams
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Fall Quarter 2018

Campus Administrative Policy for consideration:

- Per CAP 211.1, "Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday."
- Per CAP 211.1, "In calendar years in which the first Monday of the quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week."
- Per CAP 211.2, "Whenever possible, quarter breaks should include no less than 5 calendar days between the last day of final examinations and the beginning of the subsequent quarter."

Fall 2018	Break between Summer and Fall terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Break between Fall and Winter terms	Notes
Option 1 • Classes start Thursday • No classes during Thanksgiving week	6 calendar days	Fall Conference starts Sept. 13, Thursday Classes start Sept. 20, Thursday	November 12, Monday November 19 - 23, Monday – Friday	December 7, Friday	December 8, Saturday Common Finals Option December 10-14, Monday - Friday	3 weeks	There is no major religious or cultural holiday on the first day of classes. Instructional Days = 51
Option 2 • Classes start Monday • No classes during Thanksgiving week	10 calendar days	Fall Conference starts Sept. 17, Monday Classes start Sept. 24, Monday	November 12, Monday November 19 - 23, Monday – Friday	December 7, Friday	December 8, Saturday Common Finals Option December 10-14, Monday - Friday	3 weeks	There is no major religious or cultural holiday on the first day of classes. Instructional Days = 49
Option 3 • Classes start Monday • Classes meet Monday and Tuesday of Thanksgiving week	10 calendar days	Fall Conference starts Sept. 17, Monday Classes start Sept. 24, Monday	November 12, Monday November 21 - 23, Wednesday – Friday	December 7, Friday	December 8, Saturday Common Finals Option December 10-14, Monday - Friday	3 weeks	There is no major religious or cultural holiday on the first day of classes. Instructional Days = 51

Fall Option 1 (Classes start on a Thursday; no classes during Thanksgiving week)

SEPTEMBER 2018						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Legend:

Academic Holiday	Fall Conference	First Day of Classes	Common Finals Option	Final Exams	Commencement
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Fall Option 2 (Classes start on a Monday; no classes during Thanksgiving week)

SEPTEMBER 2018						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
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OCTOBER 2018						
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21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Legend:

Academic Holiday	Fall Conference	First Day of Classes	Common Finals Option	Final Exams	Commencement
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Fall Option 3 (Classes start on a Monday; classes meet Monday and Tuesday of Thanksgiving week)

SEPTEMBER 2018						
S	M	T	W	T	F	S
26	27	28	29	30	1	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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OCTOBER 2018						
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28	29	30	31			

NOVEMBER 2018						
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DECEMBER 2018						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Legend:

Academic Holiday	Fall Conference	First Day of Classes	Common Finals Option	Final Exams	Commencement
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Winter Quarter 2019

Campus Administrative Policy for consideration:

- Per CAP 211.1, "Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days' schedules." For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.

Winter 2019	Break between Fall and Winter terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1a or 1b	3 weeks	January 7, Monday	January 21, Monday February 18, Monday	March 15, Friday	March 16, Saturday Common Finals Option March 18 - 22, Monday - Friday	Follow a Monday schedule on a Tuesday, so there are nine offerings of Monday classes during the term. Options are: 1a) Tuesday, January 22, after Martin Luther King Jr. holiday on January 21 1b) Tuesday, February 19, after President's Day holiday on February 18 Considerations: <ul style="list-style-type: none"> Can affect part-time instructors with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus. Occurrence later in term may affect mid-term schedules. Instructional Days = 48

Winter Option 1a or 1b

JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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31						

Legend:

Academic Holiday	First Day of Classes	Change to a Monday Schedule	Common Finals Option	Final Exams
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Spring Quarter 2019

Campus Administrative Policy to consider:

- Per CAP 211.1, "Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday. In calendar years in which the first Monday of the quarter falls on Cesar Chavez Day, instruction shall begin on Tuesday of that week."
- Per CAP 211.1, "Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June."

Spring 2019	Break between Winter and Spring terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	1 week	April 2, Tuesday	April 1, Monday May 27, Monday	June 7, Friday	June 8, Saturday Common Finals Option June 10 - 14, Monday-Friday	Follow a Monday schedule on Tuesday, May 28, following Memorial Day holiday on Monday, May 28. Considerations: <ul style="list-style-type: none"> • Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus. • Occurrence later in term may affect mid-term schedules. Instructional Days = 48

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Legend:

Academic Holiday	First Day of Classes	Change to a Monday Schedule	Common Finals Option	Final Exams	Commencement
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SUMMARY OF CALENDAR DAYS

Academic Year (F-W-Sp)

	Summer 2018	Fall 2018	Winter 2019	Spring 2019
Beginning Year/Term*	--	5	--	--
MWF Days	29	30	29	29
TR Days	20	21	19	19
Total Instructional Days	49	49-51	48	48
Final Exams	TBD [†]	6	6	6
Evaluation Day	--	--	--	--
Commencement	--	1	--	1 [‡]
Total Academic Work Days	49[†]	61-63	54	55

Total Academic Year Instructional Days (F-W-Sp) = 145 or 147

Total Academic Year Work Days (F-W-Sp) = 171 or 173

Per CAP 211.1: The typical academic year shall consist of 147 instructional days; from year-to-year a variation of plus or minus two days is permissible. There shall be a minimum of 170 and a maximum of 180 academic work days in the academic year.

* Fall Conference

† Final exam periods for summer term are determined by the number and length of sessions offered.

‡ Spring commencement occurs over the course of 2 days with departments participating in 1 of those days.

BYLAWS OF THE ACADEMIC SENATE

Fall 2016

II. MEMBERSHIP OF THE ACADEMIC SENATE

B. TERMS OF OFFICE

1. Terms of office for senators: the elected term of office for senators shall be a two-year term or one-year term when the caucus membership changes by more than two representatives. ~~A senator can serve a maximum of two consecutive, elected terms~~ A senator can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed. A senator appointed to fill a temporary vacancy for an elected position shall serve until the completion of that term or until the senator being temporarily replaced returns, whichever occurs first. If this temporary appointment is for one year or less or if the senator is serving a one-year elected term, it shall not be counted as part of the ~~two-term~~ four years maximum for elected senators. The representative for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms.
2. Terms of office for Academic Senate Chair: once a senator is elected to serve as Academic Senate chair, that senator becomes an at-large member of the Academic Senate and the position vacated becomes a college vacancy to be filled by the college caucus. The elected term of office for Academic Senate Chair shall be a maximum of three one-year consecutive terms.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one-half of their senators each year. Those with an odd number of senators shall not deviate from electing one-half of their senators each year by more than one senator. All of the senators from each college and Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one-half of their senators are to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/teaching area elected by any college where applicable until all departments/teaching areas within that college are represented. A department/teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over Article III.B of the *Bylaws of the Academic Senate*.